

30<sup>th</sup> September 2024

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 18<sup>th</sup> September 2024 at 7.00pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX  
For the purpose of transacting the business as set out below.

**Minutes**

	<b>Chair's Welcome and Introduction to meeting</b>	<b>Actions</b>
111/24	<b>Present</b> <b>Cllr Kevin Smith – Chair</b> <b>Cllr Linda Morgan</b> <b>Cllr Sandra Kennedy</b> <b>Cllr Peter Kirkham</b> <b>Cllr Paul Baxter</b> <b>Cllr Carol Northwood</b> <b>Cllr Derek Northwood</b> <b>Cllr Ann Ronaldson</b> <b>Cllr Iuliana Ratan</b> <b>Cllr John Warren</b>  <b>Donna Moore – Clerk</b>	
112/24	<b>Public Forum for members of the public to speak.</b> Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g).  <b>A member of the public attended reference the Oakridge Park Councillor vacancy. – They did not wish to speak at this time.</b>	
113/24	<b>Apologies for Absence</b> <b>Cllr Judy Kite – Agreed 10 votes for.</b> <b>Cllr Abid Anwar- Agreed 10 votes for.</b>	<b>Agreed</b>
114/24	<b>Declarations of Interest</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. <b>Cllr Kirkham – Agenda items 117/24 and 118/24.</b>	
115/24	<b>Grant Presentation and Application.</b> Council to review and discuss the grant application from Roman Park Management Ltd. Representative to pitch to the Council for £1000 grant request. <b>The representative did not attend the meeting after 2 deferrals of the agenda item till 7:30 pm– Council agreed to reject the grant application.</b> <b>– Agreed 10 votes for.</b>	<b>JH</b>  <b>Agreed</b>

Signature:.....K Smith.....Date:....18/10/24.....

116/24	<p><b>Candidate for Oakridge Park Vacancy.</b> Following the completion of the co-option pack Council to ask the candidate any questions. <b>Candidate introduced themselves and answered the Councillor's questions. – Vote will be taken in the Confidential section of the meeting.</b></p>	
117/24	<p><b>Allotment Tenancy Terms and Conditions.</b> Council to discuss and adopt the Allotment Tenancy Terms and Conditions as recommended by the Allotment Committee.  <b>Full Council agreed to the recommendation from the Allotment Committee, and also the suggestions for polytunnel size. In the meeting, the Council also agreed to add “the maximum height of any structure will be no higher than 7ft”.</b> <b>Councillor Morgan proposed and Seconded Councillor Baxter.</b> <b>Council agreed 9 votes for, 1 abstain.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>ST</b>
118/24	<p><b>Allotment Rental</b> Full Council to discuss The Allotment Committee recommendation to increase rental charges to 0.60 from 0.59. <b>Chair confirmed the above should read 0.57 not 0.59.</b> <b>Cllr C Northwood asked to confirm the price per square metre. Clerk confirmed. - Agreed 9 votes for and 1 abstain.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	<b>ST</b>
119/24	<p><b>Outsource Payroll</b> a) Council to consider outsourcing payroll. b) Council to choose (supplier)</p> <p><b>Chair went into detail about why the Finance Committee was looking into outsourcing the payroll, this was to reduce the risk to the Council and save staff time, after a long discussion Council went to a vote.</b> <b>Council agreed to outsource the payroll and then voted on a supplier.</b></p> <p><b>Option 1 – No votes</b> <b>Option 2 – No votes</b> <b>Option 3 JVCA – Agreed 10 votes for</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>DM</b>
120/24	<p><b>AGAR – 2023/2024</b> Council to note completion of Audit letter received from PKF Littlejohn, External Auditor on 4<sup>th</sup> September 2024 – See External Auditor report in which it was states “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” - <b>Council noted – Agreed 10 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	

121/24	<p><b>Chair's Remarks</b> MK Dons – <b>Chair explained MK Dons are still trying to seek staff, and they have recently sent us a pending email. Council agreed to give them a 3-week deadline.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	JH
122/24	<p><b>Forest Garden</b> Full Council to acknowledge the backing paper and decide a way forward. <b>Chair explained the plan and what the project is for.</b> <b>Council agreed to suggest an area and to emphasize that MK City Council needs to do a consultation with the residents.</b></p> <p><b>Option 1 Mercers Drive / Naseby Court green space – No votes</b> <b>Option 2 Behind Hulm Close – No votes</b> <b>Option 3 Behind the Community Hub – No votes</b> <b>Option 4 Mathieson patch of grass – Agreed 4 votes for</b> <b>Option 5 Bottom of Harrowden – Agreed 5 votes for</b></p> <p><b>1 abstain from voting.</b></p> <p><b>Option 5 had the most votes. – agreed</b></p> <p style="text-align: right;"><b>Agreed</b></p>	JH
123/24	<p><b>LCTRS Funding for Parish</b> The council needs to be informed about a £3,730.97 reduction in funding. <b>Council had no comments to make, Clerk to send the letter as per the backing paper.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	DM
124/24	<p><b>Risk Register and Assessment</b> Council to discuss the progression of previously identified risks and any new risks that may have arisen.</p> <p>a) MUGA refurbishment work. – <b>Ranger Supervisor and Chair to meet at the Hub and report back.</b></p> <p>b) Council to note there is a delay in completing some requirements for the Annual Meeting in the Standing Orders. – <b>Council noted.</b></p> <p>c) Walsh's Manor Play Park. - <b>The Chair informs the Council that the play park is damaged. Sections of the floor have been ripped up, and the post for the gate is leaning, making it difficult for people to enter the park. The Chair has also informed the Council that Milton Keynes Council are aware of the issue.</b></p> <p>d) Temporary Speed Indicator Device (TSID). – <b>Chair explained the device is broken and that we are investigating how it got damaged.</b></p>	DO    DO   DO
125/24	<p><b>Asset Register</b> Full Council to review Asset Register. – <b>Council passed on their thanks to Cllr Morgan for looking into the Asset Register.</b></p>	JH/DM

	<b>Chair advised the reported missing items (2 chairs and 1 desktop PC) have been disposed of. - Council noted asset report. To note for the next report Clerk is to introduce an Asset procedure for recording and disposing of assets.</b>	
126/24	<b>Finance Reports</b> a) Payments Due over £500 September 2024 - <b>Agreed 10 votes for. MUGA refurbishment work invoice is still on hold.</b> b) Bank Summary August 2024 - <b>Agreed 10 votes for.</b> c) Payments Made August 2024 - <b>Agreed 10 votes for.</b> d) Community Hub Summary Income and Expenditure YTD 2024/25 - <b>Agreed 10 votes for.</b> <b>Agreed</b>	
127/24	<b>Minutes</b> Full Council to approve and sign the Minutes of the <b>Main Meeting</b> held on <b>Wednesday 21<sup>st</sup> August 2024. - Agreed 10 votes for.</b> <b>Resolved</b>	
128/24	<b>Reports</b> a) Parish Ranger Supervisor report – <b>Cllr Kennedy raised concerns with the hedges at Stephenson Academy – Ranger supervisor to look into and contact the school. Chair wanted to pass on his thanks and well done to the Rangers for helping sort the Harrowden playpark. – Report agreed 10 votes for.</b> b) Planning Report – <b>Agreed 10 votes for.</b> c) Crimewave Report August – <b>Agreed 10 votes for.</b> i) Does Council wish to move any cameras? – <b>Council agreed not to move any camera at this time.</b> d) Community Hub - <b>Agreed 10 votes for.</b> e) Dog Waste Bin Report – <b>Agreed 10 votes for.</b> f) Enforcement report July and August – <b>Agreed 10 votes for.</b>	<b>DO</b>
129/24	<b>Planning application</b> Council to discuss planning application 24/01726/FUL - 161 properties on Crispin Road, Harrowden and Kingsfold Bradville. Council to discuss and decide if they wish to make a comment. <b>Chair explained what this planning application is referencing, the Council agreed to make a comment to support the upgrade.</b> <b>Agreed</b>	<b>JH</b>
130/24	<b>Minutes Action list update.</b> Full Council to review action list. <b>Council acknowledged the report, Council requested the Clerk to delegate some outstanding jobs – Report agreed 10 votes for.</b> <b>Note Council requested details on how we check our defibs are working.</b>	<b>DM</b> <b>JH</b>
131/24	a) <b>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). – Agreed 10 votes for.</b>	

	b) <b>Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting.</b> – Agreed 10 votes for.	
	<b>Confidential - Part 2</b> - Consideration of matters related to the following items:	
132/24	<b>Grant Application</b> Following on from Agenda item 115/24, Full Council to discuss and vote on Roman Park Management Ltd grant application. – <b>No need to discuss – Rejected.</b>  <b>Agreed</b>	
133/24	<b>Oakridge Park Councillor Vacancy</b> To discuss and vote for the Co-option vacancy. <b>Council discussed the application – Council agreed to 9 votes for 1 abstain.</b>  <b>Agreed</b>	JH
134/24	<b>Staff pension scheme</b> Full Council to receive an update from the Chair and agree on a way forward. <b>Cllr Smith and Cllr Ronaldson met with 2 companies to discuss the pension scheme. Some questions need answering to help the 3<sup>rd</sup> parties issue us with a quote, we aim to get the quotes for the next Main Meeting.</b>  <b>Noted</b>	
<b>Clerk left the meeting.</b>		
135/24	<b>Responsible Financial Officer duties</b> Full Council to be updated and to discuss and agree to temporary appoint duties to a current member of staff. <b>Council have agreed to appoint the Clerk to temporarily take on the responsibility. Clerk to report back in 2 weeks with a proposal for duties going forward.</b>  <b>As a parallel activity, we decided to look into the possibility of employing a Locum / Permanent RFO in case the possible internal solution(s) did not fulfil the requirement.</b>  <b>Agreed 10 votes for.</b>  <b>Agreed</b>	DM
136/24	<b>Staff Salary increase</b> Full Council to discuss the recommendation from the HR Committee. <b>Council agreed with the HR Committee recommendation. – Agreed 10 votes for.</b>  <b>Resolved</b>	DM

**Meeting closed at 9:50 pm**